# State of Alaska FY2024 Governor's Operating Budget

Department of Administration Accounting Component Budget Summary

## **Component: Accounting**

## **Contribution to Department's Mission**

To provide efficient, cost-effective, and customer-focused accounts payable, travel and expense processing, aged accounts receivable (A/R), and debt recovery services to State of Alaska agencies.

### Results

(Additional performance information is available on the web at https://omb.alaska.gov/results.)

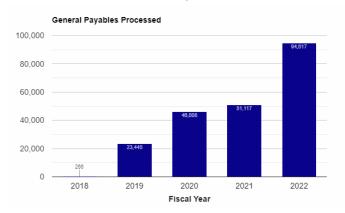
### **Core Services**

- Process invoices for payment.
- Reconcile and clear PCard transactions.
- Process travel advances, reimbursements and expense reports.
- Cost effective and customer focused.
- Customer account management.
- Debt recovery management.

## Measures by Core Service

(Additional performance information is available on the web at https://omb.alaska.gov/results.)

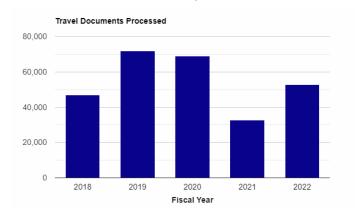
### 1. Process invoices for payment.



### 2. Reconcile and clear PCard transactions.



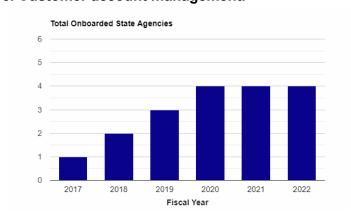
## 3. Process travel advances, reimbursements and expense reports.



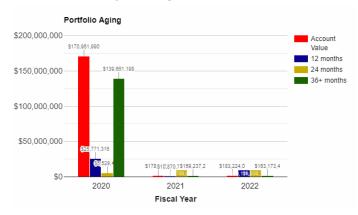
## 4. Cost effective and customer focused.



## 5. Customer account management.



### 6. Debt recovery management.



## **Major Component Accomplishments in 2022**

- Increased documents processed by 53% and expanded accounts payable and travel services to 14 statewide agencies. Onboarded payable and travel transactions for the Department of Fish and Game and onboarding payables for the remaining 3 agencies by October of 2022.
- Reduced the interagency document rate chargeback by 33%.
- Effectively transitioned to a hybrid telework environment and right sized the leased office space.
- Redesigned staffing units and created specialized work pods (Travel, Payables, and Payable PCards)
  managed by subject matter experts.
- Created an additional trainer position, expanded upon internal and external procedures, delivered trainings for internal staff, and instituted virtual monthly statewide trainings for client agencies.
- Expanded a data management team and created automated business intelligence reports in Power BI, including an agency dashboard, to improve enterprise-wide data reporting for the State.
- Streamlined the Payables PCard process by transitioning two agencies to the PRCUU process.
- Participated in UAT testing and transitioned to processing accounts payable and travel documents in IRIS
   4.0
- Created a standardized financial coding stamp for faster and more efficient processing of accounts payable transactions.
- Collaborated with agencies in implementing a payables portal approval process for enhanced agency internal controls.
- Reviewed and updated all employee position descriptions and created personalized learning and development plans. Routinely assessed employee's performance based on position descriptions, productivity rates, error rates, progress towards each employee's SMART goals and development plans.
- Partnered with a new master vendor for the collection of aged accounts receivable on behalf of agencies.
- Brought aged accounts receivable processes (i.e., reporting, invoicing, and PFD garnishment) in-house for improved oversight and greater accuracy.

## **Key Component Challenges**

- Managing and balancing staff workloads (1) frequent recruitments due to turnover of entry-level positions, (2) evaluating process improvements, (3) training internal and external staff on new processes, (4) increasing workload volumes due to travel spike and onboarding additional agencies, (5) maintaining service levels, (6) competing statewide projects and priorities using similar resources.
- Standardizing processes across agencies to help improve efficiencies, cost effectiveness, and quality.
- Continuing to modernize ticketing system and integrate with the State's enterprise resource planning software.

## Significant Changes in Results to be Delivered in FY2024

- Continue to examine and refine processes to take full advantage of the IRIS 4.0 update and align with opportunities to automate processes.
- Develop and implement technological advancements into Shared Services of Alaska's (SSoA) accounts payable and travel processing.
- Review existing statute and AAM to identify opportunities to formalize SSoA programs and propose adequate authority to fulfill its mission.

## **Statutory and Regulatory Authority**

No statutes and regulations.

### **Contact Information**

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	Per		unting ces Information	
	Authorized Positions		Personal Services	Costs
	FY2023			
	Management	FY2024		
	Plan	Governor	Annual Salaries	4,624,468
Full-time	83	83	COLA	134,403
Part-time	0	0	Premium Pay	224,056
Nonpermanent	0	0	Annual Benefits	3,394,248
·			Less 3.79% Vacancy Factor	(317,475)
			Lump Sum Premium Pay	Ó
Totals	83	83	Total Personal Services	8,059,700

	Position Clas	sification Sur	mmary		
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant 3	1	0	1	0	2
Accountant 4	0	0	2	0	2
Accounting Clerk	3	0	10	0	13
Accounting Technician 1	6	0	20	0	26
Accounting Technician 2	7	0	10	0	17
Accounting Technician 3	3	0	6	0	9
Administrative Assistant 3	1	0	0	0	1
Administrative Officer 2	1	0	0	0	1
Bus An/IA 1	1	0	0	0	1
Bus An/IA 3	1	0	0	0	1
Bus Sv Pj Mgr 1	0	0	1	0	1
Bus Sv Pj Mgr 2	1	0	0	0	1
Division Director - Px	0	0	1	0	1
Division Operations Manager	0	0	1	0	1
Office Assistant 2	0	0	1	0	1
Operations Research Analyst	1	0	1	0	2
Program Coordinator 2	1	0	0	0	1
Program Manager	0	0	1	0	1
Project Assistant	1	0	0	0	1
Totals	28	0	55	0	83

## Component Detail All Funds Department of Administration

**Component:** Accounting (3134) **RDU:** Shared Services of Alaska (17)

Non-Formula Component

	FY2022 Actuals	FY2023 Conference Committee	FY2023 Authorized	FY2023 Management Plan	FY2024 Governor	FY2023 Manageme	ent Plan vs 4 Governor
71000 Personal Services	5,709.8	7,638.0	7,646.8	7,502.8	8,059.7	556.9	7.4%
72000 Travel	0.0	3.7	3.7	3.7	3.7	0.0	0.0%
73000 Services	635.1	1,240.3	1,282.9	1,426.9	988.4	-438.5	-30.7%
74000 Commodities	37.4	18.0	18.0	18.0	63.1	45.1	250.6%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Totals	6,382.3	8,900.0	8,951.4	8,951.4	9,114.9	163.5	1.8%
Fund Sources:							
1004 Gen Fund (UGF)	442.3	0.0	0.0	0.0	0.0	0.0	0.0%
1005 GF/Prgm (DGF)	3,517.0	5,039.5	5,047.2	5,047.2	5,635.1	587.9	11.6%
1007 I/A Rcpts (Other)	2,423.0	3,860.5	3,904.2	3,904.2	3,479.8	-424.4	-10.9%
Unrestricted General (UGF)	442.3	0.0	0.0	0.0	0.0	0.0	0.0%
Designated General (DGF)	3,517.0	5,039.5	5,047.2	5,047.2	5,635.1	587.9	11.6%
Other Funds	2,423.0	3,860.5	3,904.2	3,904.2	3,479.8	-424.4	-10.9%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	76	86	86	83	83	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

FY2024 Governor Department of Administration

## **Change Record Detail - Multiple Scenarios with Descriptions Department of Administration**

**Component:** Accounting (3134) **RDU:** Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Po: PFT	sitions PPT	NP
	******	******	**** Changes Fr	om FY2023 Co	onference Cor	nmittee To FY2	023 Authorized	******	******	***		
FY2023 Conference 1005 GF/Prgm 1007 I/A Rcpts	ConfCom 5,0	8,900.0 039.5 060.5	7,638.0	3.7	1,240.3	18.0	0.0	0.0	0.0	86	0	0
Align Authority for	Unalloc	42.6 42.6	0.0	0.0	42.6	0.0	0.0	0.0	0.0	0	0	0
FY2023 Adminis FY2023 Human FY2023 Office of FY2023 Office of FY2023 Office of FY2023 Office of FY2023 Office of FY2023 Office of	trative Systems Up Resources Rate A Resources Rate A f Information Techi f Information Techi f Information Techi f Information Techi f Information Techi	djusted Base Chang spireAlaska \$35.7 nology Core Service nology Core Service nology Core Service nology Mainframe In nology Other Non-C	ests Increases \$96.5 ge \$-10.7 es Rate Adjusted Bas es Rate Infrastructure es Rate Software Inc	e Upkeep Increas reases \$238.5								
This is the distrib	oution of those una	llocated rates to the	divisions within the	Department.								
<b>FY2023 Exempt 5%</b> 1005 GF/Prgm 1007 I/A Rcpts	<b>% COLA</b> SalAdj	8.8 7.7 1.1	8.8	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
FY2023 Exempt	5% COLA: \$8.8											
	Subtotal	8,951.4	7,646.8	3.7	1,282.9	18.0	0.0	0.0	0.0	86	0	0
Transfer Business		**************************************	******* Changes 189) to Office of Pro 0.0			o FY2023 Manag gement	gement Plan *	***************************************	**************************************	-1	0	0

Transfer one vacant position from Accounting to Office of Procurement and Property Management for department reorganization efforts.

The following position is transferred and reclassified into an Administrative Officer 1/2 Flex:

FY2024 Governor	Released December 15, 2022
Department of Administration	Page 8

## **Change Record Detail - Multiple Scenarios with Descriptions Department of Administration**

Component: Accounting (3134)

RDU: Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Po PFT	sitions PPT	NP
		n Manager 2 (02-	5189), range 22, loca	ted in Juneau								
Align Authority with	Anticipated Exp	enditures 0.0	-144.0	0.0	144.0	0.0	0.0	0.0	0.0	0	0	0
Transfer authority fexpenditures.	from personal serv	vices to cover ant	icipated services cos	ts. The remaining	personal servic	es authority is suffi	cient to cover ant	icipated				
Transfer One Accou	nting Technician Atrout	1 to the Departi	ment of Education a	nd Early Develo 0.0	pment for Orga 0.0	nizational Change	<b>e</b> 0.0	0.0	0.0	-1	0	0
	ucation for reorgal and travel expens	nization efforts. It se activities.	ska, Accounting divis has been determined									
0.												
Full-time Accountir	ng Technician 1 (0	5-0506), range 1	2, located in Juneau									
Transfer One Accou	nting Clerk (25-2 Atrout	<b>260) to the Depa</b> 0.0	rtment of Transport 0.0	ation for Organi 0.0	izational Chang 0.0	<b>e</b> 0.0	0.0	0.0	0.0	-1	0	0
			ska, Accounting divis									
The following posit	ion is transferred:											
Full-time Accounting	ng Clerk (25-2260)	), range 10, locate	ed in Juneau									
	Subtotal	8,951.4	7,502.8	3.7	1,426.9	18.0	0.0	0.0	0.0	83	0	0
Align Authority with		**************************************	Onange.	From FY2023	B Management	t Plan To FY202	4 Governor **	*******	******			
1005 GF/Prgm 1007 I/A Rcpts	FndChg	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0

The Accounting component is responsible for the aged accounts receivables and debt recovery for the State of Alaska. The component is collecting more in debt recovery and receivables than anticipated and is unable to spend the revenues entirely each year due to the limit on budget authority. Replacing interagency receipt authority with program receipt authority will allow the program to utilize the excess annual revenues, which in turn may enable the reduction of chargeback rates to other State of Alaska departments.

> FY2024 Governor Department of Administration

Released December 15, 2022 Page 9

## <u>Change Record Detail - Multiple Scenarios with Descriptions</u> Department of Administration

**Component:** Accounting (3134) **RDU:** Shared Services of Alaska (17)

										Po	sitions	
Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay Grant	s, Benefits	Miscellaneous	PFT	PPT	NP
Align Authority with	Anticipated Pe LIT	rsonal Services a 0.0	and Commodity Cos 393.4	<b>ts</b> 0.0	-438.5	45.1	0.0	0.0	0.0	0	0	0
Transfer authority f expenditures.	rom services to	cover anticipated <sub>l</sub>	personal services and	d commodity cost	s. The remaining	services authority	is sufficient to cover ant	icipated				
FY2024 Salary and F	SalAdj	148.4	148.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1005 GF/Prgm 1007 I/A Rcpts		79.1 69.3										
FY2024 Salary and	Health Insurance	ce Increases: \$14	8.4FY2024 GGU cos	t of living increas	e 2.5%: \$107.1							
FY2024 SU cost of	living increase	1%: \$17.2										
FY2024 AlaskaCar	e insurance fron	n \$1,685 to \$1,793	per member per mo	nth.: \$19.8								
FY2024 GGU healt	h insurance incr	ease from \$1,567	.50 to \$1,573.50 per i	member per mont	th.: \$4.3							
FY2024 PERS Rate A	<b>Adjustment</b> SalAdj	14.0	14.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1005 GF/Prgm 1007 I/A Rcpts	<b>.,</b>	7.8 6.2										
FY2024 PERS rate	adjustment to 2	25.10%: \$14.0										
FY2024 AlaskaCare					0.0	0.0	0.0	0.0	0.0	0	0	0
1005 GF/Prgm 1007 I/A Rcpts	SalAdj	1.1 1.0 0.1	1.1	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
FY2024 AlaskaCar	e health insuran	ce increase for ex	empt and partially ex	empt employees	from \$1,685 to \$	1,793 per member	per month.: \$1.1					
	Totals	9,114.9	8,059.7	3.7	988.4	63.1	0.0	0.0	0.0	83	0	0

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FY2024 Governor
Department of Administration

# Line Item Detail (1676) Department of Administration Travel

Line Number Line Name			FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
2000 Travel			0.0	3.7	3.7
Object Class	Servicing Agency	Explanation	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
		2000 Travel Detail Totals	0.0	3.7	3.7
2000 In-State Employee Travel		Transportation costs for travel relating to administration, training, conventions and meetings, boards and commissions	0.0	3.7	3.7

# Line Item Detail (1676) Department of Administration Services

Line Numbe	er Line Name		FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
3000	Services		635.1	1,426.9	988.4
Object	Class Servicing Agency	Explanation	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
		3000 Services Detail Totals	635.1	1,426.9	988.4
3000	Education Services	Training, educational conferences, agency memberships, and employee tuition	0.5	0.5	0.5
3001	Financial Services	Management and consulting services	41.3	43.5	42.0
3002	Legal and Judicial Services	Legal and judicial services, including costs to conduct hearings and mediation	0.0	0.2	0.2
3003	Information Technology	Software licensing and maintenance, training, and consulting	241.0	245.0	240.0
3004	Telecommunications	Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors	0.0	0.1	0.1
3006	Delivery Services	Freight, courier services, and postage	0.4	0.4	0.4
3010	Equipment/Machinery	Machinery, furniture and office equipment purchase, repairs, maintenance, rentals, and leases	2.0	2.4	2.1
3011	Other Services	Reallocation of expenditures from Print Services component to Accounting component	1.4	0.0	0.0
3011	Other Services	Uncollectable IA authority based on published rates	0.0	431.7	0.0
3017	Inter-Agency Information Technology Admin - Alaska Division of IT (314 Non-Telecommunications	11) OIT Core Services	183.9	195.4	195.4
		Y2024 Governor ment of Administration	F	Released Decembe	er 15, 2022 Page 12

## Line Item Detail (1676) Department of Administration

## **Services**

Object	Class	Servicing Agency	Explanation	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
			3000 Services Detail Totals	635.1	1,426.9	988.4
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141)	OIT Telecommunications (CISCO device config, deployment, maintenance, replacements, and other telephone line services)	7.3	9.7	9.7
3021	Inter-Agency Mail	Admin - Print Services (2333)	Centralized mail services chargeback	0.5	0.5	0.5
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Centralized Human Resource chargeback	38.8	40.6	40.6
3023	Inter-Agency Building Leases	Trans - Department-wide	Rent for state-owned facilities and lease payments	27.1	343.8	343.8
3024	Inter-Agency Legal	Law - Department-wide	Legal services provided by the Department of Law	0.0	12.0	12.0
3026	Inter-Agency Insurance	Admin - Risk Management (71)	Division of Risk Management - Risk management insurance charges	3.7	3.8	3.8
3027	Inter-Agency Financial	Admin - Accounting (3134)	Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	8.0	8.3	8.3
3027	Inter-Agency Financial	Admin - Finance (59)	Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	7.0	14.7	14.7
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Personnel (56)	Americans with Disabilities Act (ADA) Chargeback	0.6	0.6	0.6
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Internal department cost allocation chargeback	53.9	26.6	26.6
3038	Inter-Agency Management/Consulting	Admin - OFC of Procure. Property. Mngmt. (3291)	Internal department cost allocation chargeback	17.7	18.2	18.2
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Internal department cost allocation chargeback	0.0	28.9	28.9

FY2024 Governor
Department of Administration

## <u>Line Item Detail (1676)</u> Department of Administration Commodities

Line Number Line Name			FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
4000 Commodities			37.4	18.0	63.1
Object Class	Servicing Agency	Explanation	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
		4000 Commodities Detail Totals	37.4	18.0	63.1
4000 Business		General business supplies such as office consumables, furniture, and computer equipment	37.4	18.0	63.1

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
5005 GF/Prgm (1005 GF/Prgm)			3,815.6	11,574.7	11,435.7
5102 Program Receipts Public Protection - Fines and Forfeitures		Revenue generated from debt recovery via PFD garnishment and third-party collections.	3,782.1	7,837.8	4,792.5
5102 Program Receipts Public Protection - Fines and Forfeitures		Carryforward revenue generated from debt recovery via PFD garnishment and third-party collections.	0.0	3,732.4	6,604.4
5104 Program Receipts Charges for Services - 3rd Party Collectns		SSoA administrative fee generated via third party collections	32.0	4.5	38.8
5125 Program Receipts - Prior Year Reimbursement Recovery		SSoA administrative fees related to prior year debt recoveries	1.5	0.0	0.0
007 I/A Rcpts (1007 I/A Rcpts)			2,423.0	3,904.2	3,479.8
5301 Inter-Agency Receipts	Admin - Accounting (3134)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	8.0	8.0	8.0
5301 Inter-Agency Receipts	Admin - Administrative Hearings (2771)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	20.5	20.5	20.5
5301 Inter-Agency Receipts	Admin - Administrative Services (46)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	2.7	2.7	2.7
5301 Inter-Agency Receipts	Admin - Alaska Division of IT (3141)		141.1	140.8	141.0
5301 Inter-Agency Receipts	Admin - Alaska Public Offices Comm (70)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	6.6	6.6	6.6
5301 Inter-Agency Receipts	Admin - Finance (59)	Reimbursable services agreement within the Department of	17.8	17.7	17.8
		4 Governor of Administration	F	Released Decembe	er 15, 2022 Page 15

Admin - Labor Relations (58)	Administration for travel and accounts payable services Reimbursable services agreement			
Admin - Labor Relations (58)	Reimbursable services agreement			
Admin - Labor Relations (50)		7 0	7.2	7.2
	within the Department of	7.2	1.2	1.2
	within the Department of Administration for travel and			
Admin - Motor Vehicles (2348)		80.3	80.1	80.3
(_0.0)	within the Department of			
	Administration for travel and			
	accounts payable services			
Admin - OFC of Procure. Property.	Reimbursable services agreement	13.7	13.7	13.7
Mngmt. (3291)	within the Department of			
	Administration for travel and			
		0.0	0.0	0.0
(43)				
		16.6	16.5	16.6
(45)				
Admin Dorsonnol (E6)		27.5	27.4	27.5
Admin - Personner (56)		27.5	21.4	21.3
Admin - Print Services (2333)		3.6	3.6	3.6
/ tallilli		0.0	0.0	0.0
Admin - Public Defender Agency		91.2	91.0	91.2
,	Administration for travel and			
	accounts payable services			
Admin - Retirement and Benefits	Reimbursable services agreement	40.2	40.1	40.2
(64)				
	Administration for travel and			
EV202	4 Covernor		Polossed Docembo	r 15, 2022
	_	Γ	reieaseu Decellibe	Page 16
	Admin - Office of Public Advocacy (43)  Admin - Office of the Commissioner (45)  Admin - Personnel (56)  Admin - Print Services (2333)  Admin - Public Defender Agency (1631)  Admin - Retirement and Benefits (64)	within the Department of Administration for travel and accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services Reimbursable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services agreement within the Department of Administration for travel and accounts payable services agreement within the Department of Administration for travel and accounts payable services agreement within the Department of Administration for travel and accounts payable services agreement within the Department of Administration for travel and accounts payable services agreement within the Department of Administration for travel and accounts payable services agreement within the Department of Administration for travel and accounts payable services agreement within the Department of Administration for travel and accounts payable services agreement within the Department of Administration for travel an	Admin - Motor Vehicles (2348)  Reimbursable services agreement within the Department of Administration for travel and accounts payable services  Admin - OFC of Procure. Property.  Mngmt. (3291)  Admin - Office of Public Advocacy (43)  Admin - Office of Public Advocacy (43)  Admin - Office of the Commissioner (45)  Admin - Personnel (56)  Admin - Personnel (56)  Admin - Print Services (2333)  Admin - Public Defender Agency (1631)  Admin - Retirement and Benefits (64)  FY2024 Governor	Admin - Motor Vehicles (2348) Reimbursable services agreement within the Department of Administration for travel and accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services Reimbursable services agreement 0.0 0.0  Administration for travel and accounts payable services Reimbursable services agreement 16.6 16.5  Reimbursable services agreement 27.5 27.4  Within the Department of Administration for travel and accounts payable services Reimbursable services agreement 3.6 3.6  Admin - Personnel (56) Reimbursable services agreement 3.6 3.6  Admin - Print Services (2333) Reimbursable services agreement 3.6 3.6  Admin - Public Defender Agency (1631) Admin - Retirement and Benefits Reimbursable services Reim

Component: Accounting (3134)

evenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2022 Actuals	FY2023 Management Plan	FY2024 Governo
		accounts payable services			
5301 Inter-Agency Receipts	Admin - Risk Management (71)	Reimbursable services agreement within the Department of	10.0	10.0	10.
		Administration for travel and			
		accounts payable services			
5301 Inter-Agency Receipts	Admin - Satellite Infrastructure	Reimbursable services agreement	0.6	0.6	0.
υτο του του του του του του του του του	(2349)	within the Department of			-
	( )	Administration for travel and			
		accounts payable services			
5301 Inter-Agency Receipts	Commerce - Department-wide	Reimbursable services agreement	54.1	61.4	61.
		within the Department of			
		Administration for travel and			
		accounts payable services			
5301 Inter-Agency Receipts	Correct - Department-wide	Reimbursable services agreement	251.4	322.0	322.
		within the Department of			
		Administration for travel and			
500414 A B : 1	E0ED D	accounts payable services	74.0	00.0	00
5301 Inter-Agency Receipts	E&ED - Department-wide	Reimbursable services agreement	71.6	88.8	89.
		within the Department of			
		Administration for travel and accounts payable services			
5301 Inter-Agency Receipts	EnvCon - Department-wide	Reimbursable services agreement	49.3	52.0	52.
550 Finter-Agency Receipts	EnvCon - Department-wide	within the Department of	49.3	52.0	52.
		Administration for travel and			
		accounts payable services			
5301 Inter-Agency Receipts	FCS - Department-wide	Reimbursable services agreement	0.0	184.5	184.9
3001 Intel-Agency Receipts	1 00 - Department-wide	within the Department of	0.0	104.0	104.
		Administration for travel and			
		accounts payable services			
5301 Inter-Agency Receipts	FishGm - Department-wide	Reimbursable services agreement	178.0	588.1	589.
3 , 1	- 1	within the Department of			
		Administration for travel and			
		accounts payable services			
5301 Inter-Agency Receipts	H&SS - Department-wide	Reimbursable services agreement	14.7	0.0	0.
		within the Department of			
		Administration for travel and			
		accounts payable services			
	FY20	024 Governor	F	Released Decembe	er 15, 2022
	<b>5</b> ,	· calling a			D 4-

Department of Administration

Page 17

Revenue Type (OMB Fund Code)				FY2023	
Revenue Source	Component	Comment	FY2022 Actuals	Management Plan	FY2024 Governor
5301 Inter-Agency Receipts	Health - Department-wide	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	0.0	125.0	125.2
5301 Inter-Agency Receipts	Labor - Department-wide	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	29.2	40.6	40.7
5301 Inter-Agency Receipts	Law - Department-wide	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	38.1	41.6	41.7
5301 Inter-Agency Receipts	NatRes - Department-wide	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	211.8	317.9	318.6
5301 Inter-Agency Receipts	PubSaf - Department-wide	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	84.7	129.1	129.4
5301 Inter-Agency Receipts	Rev - Department-wide	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	1.2	0.9	0.9
5301 Inter-Agency Receipts	Trans - Department-wide	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	951.3	1,034.1	1,036.3
5301 Inter-Agency Receipts	Admin - Accounting (3134)	Uncollectable IA authority based on published rates	0.0	431.7	0.0

FY2024 Governor
Department of Administration

## Inter-Agency Services (1682) Department of Administration

				FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
			Component Totals	348.5	703.1	703.1
			With Department of Administration	321.4	347.3	347.3
			With Department of Transportation/Public Facilities	27.1	343.8	343.8
			With Department of Law	0.0	12.0	12.0
			with Department of Law	0.0	12.0	12.0
Object	Class	Servicing Agency	Explanation	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141)	OIT Core Services	183.9	195.4	195.4
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141)	OIT Telecommunications (CISCO device config, deployment, maintenance, replacements, and other telephone line services)	7.3	9.7	9.7
3021	Inter-Agency Mail	Admin - Print Services (2333)	Centralized mail services chargeback	0.5	0.5	0.5
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Centralized Human Resource chargeback	38.8	40.6	40.6
3023	Inter-Agency Building Leases	Trans - Department-wide	Rent for state-owned facilities and lease payments	27.1	343.8	343.8
3024	Inter-Agency Legal	Law - Department-wide	Legal services provided by the Department of Law	0.0	12.0	12.0
3026	Inter-Agency Insurance	Admin - Risk Management (71)	Division of Risk Management - Risk management insurance charges	3.7	3.8	3.8
3027	Inter-Agency Financial	Admin - Accounting (3134)	Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	8.0	8.3	8.3
3027	Inter-Agency Financial	Admin - Finance (59)	Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	7.0	14.7	14.7
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Personnel (56)	Americans with Disabilities Act (ADA) Chargeback	0.6	0.6	0.6
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Internal department cost allocation chargeback	53.9	26.6	26.6
3038	Inter-Agency	Admin - OFC of Procure. Property.	Internal department cost allocation	17.7	18.2	18.2
			24 Governor t of Administration	F	Released Decembe	er 15, 2022 Page 19

## Inter-Agency Services (1682) Department of Administration

Objec	t Class	Servicing Agency	Explanation	FY2022 Actuals	FY2023 Management Plan	FY2024 Governor
	Management/Consulting	Mngmt. (3291)	chargeback			_
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Internal department cost allocation chargeback	0.0	28.9	28.9

## **Personal Services Expenditure Detail**

## **Department of Administration**

Scenario: FY2024 Governor (19867)
Component: Accounting (3134)

RDU: Shared Services of Alaska (17)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
01-133X	Accounting Technician 1	FT	Α	GP	Juneau	205	12B / C	12.0		45,418	1,668	3,091	37,199	87,376	0
02-1116	Accounting Technician 3	FT	Α	SS	Juneau	605	16B / C	12.0		63,378	939	4,935	47,304	116,556	0
02-2020	Accounting Technician 1	FT	Α	GP	Juneau	205	12B / C	12.0		45,331	1,665	3,091	37,167	87,254	0
02-3203	Accounting Technician 1	FT	Α	GP	Anchorage	200	12B / C	12.0		43,384	1,593	2,944	36,381	84,302	0
02-5001	Division Operations	FT	Α	SS	Juneau	205	24F	10.8	**	113,192	1,557	0	61,975	176,724	0
	Manager														
02-5034	Accounting Technician 3	FT	Α	SS	Juneau	605	16C / D	12.0		66,296	982	5,093	48,458	120,829	0
02-5051	Office Assistant 2	FT	Α	GP	Juneau	205	10A	11.4	**	36,531	1,256	0	31,755	69,542	0
02-5068	Accounting Technician 1	FT	Α	GP	Juneau	205	12L	12.0		58,500	2,150	4,050	42,467	107,167	0
02-5098	Program Coordinator 2	FT	Α	SS	Anchorage	200	20A	12.0		75,816	1,043	0	50,119	126,978	0
02-5108	Administrative Officer 2	FT	Α	SS	Anchorage	200	19K	11.4	**	85,225	1,172	0	52,565	138,962	0
02-5138	Administrative Assistant 3	FT	Α	SS	Anchorage	600	15E	11.4	**	59,976	825	0	43,092	103,893	0
02-5146	Accounting Technician 1	FT	Α	GP	Juneau	205	12M / N	12.0		60,655	2,229	4,182	43,325	110,391	0
02-5155	Accounting Technician 2	FT	Α	GP	Juneau	205	14M / N	5.2	**	31,030	1,067	0	19,875	51,972	0
02-5159	Accounting Technician 2	FT	Α	GP	Anchorage	200	14C / D	12.0		50,509	1,922	5,399	39,975	97,805	0
02-5162	Accountant 4	FT	Α	SS	Juneau	205	20J	3.6	**	29,234	402	0	17,470	47,106	0
02-5177	Accounting Technician 1	FT	Α	GP	Juneau	205	12L	5.4	**	26,612	915	0	18,534	46,061	0
02-5182	Division Director - Px	FT	Α	XE	Juneau	N05	27N	10.8	**	143,772	0	0	73,319	217,091	0
02-5184	Accounting Technician 1	FT	Α	GP	Juneau	205	12C / D	12.0		46,355	1,704	3,195	37,590	88,844	0
02-5185	Accounting Technician 1	FT	Α	GP	Juneau	205	12B / C	12.0		45,080	1,656	3,091	37,072	86,899	0
02-5186	Accounting Technician 1	FT	Α	GP	Juneau	205	12C / D	12.0		46,168	1,697	3,195	37,520	88,580	0
02-5187	Project Assistant	FT	Α	GP	Anchorage	200	16B / C	12.0		56,301	1,936	0	40,123	98,360	0
02-5188	Bus An/IA 1	FT	Α	GP	Anchorage	200	16A	11.4	**	52,661	1,810	0	37,807	92,278	0
02-5191	Bus Sv Pj Mgr 1	FT	Α	GP	Juneau	205	20B / C	12.0		79,409	2,730	0	48,793	130,932	0
02-5192	Bus An/IA 3	FT	Α	SS	Anchorage	200	21F	10.8	**	86,627	1,191	0	52,008	139,826	0
02-6305	Accountant 3	FT	Α	SS	Anchorage	200	18D / E	12.0		74,267	1,021	0	49,538	124,826	0
02-6306	Accounting Technician 3	FT	Α	GP	Juneau	205	16C	12.0		60,548	2,082	0	41,716	104,346	0
03-0058	Accounting Technician 1	FT	Α	GP	Juneau	205	12D / E	12.0		48,553	1,782	3,292	38,451	92,078	0
03-0213	Bus Sv Pj Mgr 2	FT	Α	SS	Anchorage	200	22K / L	12.0		112,680	1,550	0	63,950	178,180	0
03-0370	Accountant 4	FT	Α	SS	Juneau	205	20F / J	12.0		94,645	1,302	0	57,183	153,130	0
04-5015	Accounting Clerk	FT	Α	GP	Anchorage	200	10B / C	12.0		38,211	1,373	1,739	33,988	75,311	0
05-1689	Operations Research	FT	Α	GP	Juneau	205	21C	10.8	**	76,694	2,637	0	45,874	125,205	0
	Analyst														
05-3020	Accounting Clerk	FT	Α	GP	Juneau	205	10B / C	12.0		40,359	1,450	1,827	34,827	78,463	0
05-7008	Accounting Technician 2	FT	Α	GP	Juneau	205	14J	12.0		63,102	2,403	6,795	45,224	117,524	0
06-0014	Accounting Technician 2	FT	Α	GP	Anchorage	200	14A / B	12.0		48,243	1,832	5,050	38,994	94,119	0
06-0094	Accounting Technician 1	FT	Α	GP	Anchorage	200	12B / C	12.0		42,874	1,575	2,944	36,190	83,583	0
06-0098	Accounting Clerk	FT	Α	GP	Juneau	205	10E / F	12.0		43,550	1,566	1,999	36,089	83,204	0
06-0105	Accounting Technician 1	FT	Α	GP	Juneau	205	12E / F	12.0		49,936	1,834	3,408	39,013	94,191	0

Note: If a position is split, an asterisk (\*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (\*\*) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

FY2024 Governor Department of Administration

## **Personal Services Expenditure Detail**

## **Department of Administration**

Scenario: FY2024 Governor (19867)
Component: Accounting (3134)

RDU: Shared Services of Alaska (17)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
06-0524	Accounting Clerk	FT	Α	GP	Juneau	205	10B / C	12.0		40,535	1,456	1,827	34,893	78,711	0
06-1713	Accounting Technician 1	FT	Α	GP	Anchorage	200	12B / C	12.0		43,597	1,600	2,944	36,461	84,602	0
06-1818	Accounting Clerk	FT	Α	GP	Juneau	205	10B / C	12.0		40,513	1,456	1,827	34,885	78,681	0
06-3052	Accounting Technician 1	FT	Α	GP	Anchorage	200	12B / C	12.0		42,945	1,578	2,944	36,216	83,683	0
06-3868	Accounting Technician 2	FT	Α	GP	Anchorage	200	14D / E	12.0		53,396	2,028	5,600	41,134	102,158	0
07-1202	Accounting Clerk	FT	Α	GP	Juneau	205	10C / D	12.0		41,377	1,487	1,888	35,232	79,984	0
07-1211	Accounting Technician 3	FT	Α	SS	Juneau	605	16D / E	12.0		67,652	1,003	5,288	49,040	122,983	0
07-1223	Accounting Technician 2	FT	Α	GP	Juneau	205	14B / C	12.0		51,927	1,974	5,483	40,539	99,923	0
08-0467	Accounting Technician 1	FT	Α	GP	Juneau	205	12C / D	12.0		46,976	1,725	3,195	37,823	89,719	0
08-0475	Accounting Technician 1	FT	Α	GP	Juneau	205	12K	12.0		56,648	2,082	3,921	41,724	104,375	0
08-1112	Accounting Technician 3	FT	Α	SS	Juneau	605	16D / E	12.0		69,035	1,025	5,476	49,629	125,165	0
08-5065	Accounting Technician 1	FT	Α	GP	Anchorage	200	12B / C	12.0		43,004	1,580	2,944	36,238	83,766	0
10-0204	Accounting Technician 3	FT	Α	SS	Anchorage	600	16D / E	12.0		64,029	950	5,035	47,585	117,599	0
10-0225	Accounting Technician 3	FT	Α	SS	Anchorage	600	16B / C	12.0		59,559	884	4,700	45,783	110,926	0
10-0247	Accounting Technician 1	FT	Α	GP	Juneau	205	12A	12.0		43,329	1,593	2,999	36,381	84,302	0
10-5115	Accounting Technician 2	FT	Α	GP	Juneau	205	14C / D	12.0		52,666	2,006	5,670	40,886	101,228	0
11-0213	Accounting Clerk	FT	Α	GP	Juneau	205	10B / C	12.0		40,635	1,460	1,827	34,930	78,852	0
11-0217	Accounting Technician 1	FT	Α	GP	Juneau	205	12N / O	12.0		63,967	2,348	4,317	44,619	115,251	0
11-0219	Accounting Technician 2	FT	Α	GP	Juneau	205	14B / C	12.0		51,001	1,942	5,483	40,191	98,617	0
11-0236	Accounting Clerk	FT	Α	GP	Juneau	205	10A	12.0		38,454	1,383	1,774	34,092	75,703	0
11-0262	Accounting Technician 1	FT	Α	GP	Anchorage	200	12B / C	12.0		43,728	1,605	2,944	36,510	84,787	0
11-1860	Accounting Technician 1	FT	Α	GP	Juneau	205	12E / F	12.0		49,727	1,827	3,408	38,935	93,897	0
11-7072	Accounting Clerk	FT	Α	GP	Juneau	205	10C / D	12.0		42,001	1,509	1,888	35,466	80,864	0
12-1762	Accounting Technician 2	FT	Α	GP	Juneau	205	14C / D	12.0		52,731	2,008	5,670	40,911	101,320	0
12-2038	Accounting Technician 2	FT	Α	GP	Juneau	205	14C / D	12.0		53,105	2,021	5,670	41,051	101,847	0
12-4403	Accounting Technician 1	FT	Α	GP	Juneau	205	12E / F	12.0		50,216	1,844	3,408	39,118	94,586	0
12-4405	Program Manager	FT	Α	SS	Juneau	205	22C	12.0		97,261	1,338	0	58,165	156,764	0
12-6001	Accounting Technician 1	FT	Α	GP	Juneau	205	12C / D	12.0		46,355	1,704	3,195	37,590	88,844	0
18-7252	Accounting Technician 2	FT	Α	GP	Anchorage	200	14C	12.0		50,135	1,909	5,399	39,835	97,278	0
20-1054	Accounting Technician 2	FT	Α	GP	Anchorage	200	14B / C	12.0		49,452	1,880	5,222	39,512	96,066	0
20-1077	Accounting Technician 3	FT	Α	GP	Juneau	205	16C	12.0		60,548	2,082	0	41,716	104,346	0
20-1079	Accounting Technician 2	FT	Α	GP	Juneau	205	14C / D	12.0		54,308	2,062	5,670	41,502	103,542	0
20-7008	Accountant 3	FT	Α	SS	Juneau	205	18C / D	12.0		76,537	1,053	0	50,389	127,979	0
21-2034	Accounting Technician 1	FT	Α	GP	Juneau	205	12A	12.0		43,329	1,558	1,999	36,006	82,892	0
25-0268	Accounting Technician 2	FT	Α	GP	Juneau	205	14B / C	12.0		51,262	1,951	5,483	40,289	98,985	0
25-0276	Operations Research Analyst	FT	Α	GP	Anchorage	200	21D	11.4	**	81,701	2,809	0	48,703	133,213	0
25-0277	Accounting Technician 2	FT	Α	GP	Anchorage	200	14B / C	12.0		48,892	1,860	5,222	39,302	95,276	0
25-0444	Accounting Technician 2	FT	Α	GP	Juneau	205	14B / C	12.0		51,262	1,951	5,483	40,289	98,985	0

Note: If a position is split, an asterisk (\*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (\*\*) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

FY2024 Governor Department of Administration

## **Personal Services Expenditure Detail**

## **Department of Administration**

Salary Pange / Comp Split /

Annual

COLA Promium

Annual

Personal Services Line 100:

Total Costs

8,059,700

Scenario: FY2024 Governor (19867)
Component: Accounting (3134)

Job Class Title

RDU: Shared Services of Alaska (17)

Time

Potiro Bara Location

PCN	JOD Class Title		ııme	Retire	вarg	Location	Salary	Range /	Comp	Split /	Annuai	COLA	Premium	Annuai	i otai Costs	UGF
			Status	Code	Unit		Sched	Step	Months	Count	Salaries		Pay	Benefits		Amount
25-0761	Accounting Clerk		FT	Α	GP	Juneau	205	10B / C	12.0		40,690	1,462	1,827	34,951	78,930	0
25-1031	Accounting Techni	ician 2	FT	Α	GP	Anchorage	200	14B / C	12.0		49,670	1,887	5,222	39,594	96,373	0
25-1353	Accounting Clerk		FT	Α	GP	Anchorage	200	10B / C	12.0		38,211	1,373	1,739	33,988	75,311	0
25-2302	Accounting Techni	ician 3	FT	Α	GP	Anchorage	200	16F / G	12.0		64,436	2,215	0	43,175	109,826	0
25-2328	Accounting Techni	ician 1	FT	Α	GP	Juneau	205	12B / C	12.0		45,794	1,681	3,091	37,340	87,906	0
25-3106	Accounting Clerk		FT	Α	GP	Anchorage	200	10C / D	12.0		39,376	1,416	1,798	34,447	77,037	0
25-3111	Accounting Clerk		FT	Α	GP	Juneau	205	10F / G	12.0		45,206	1,625	2,061	36,733	85,625	0
25-3480	Accounting Techni	ician 1	FT	Α	GP	Juneau	205	12C / D	12.0		46,168	1,697	3,195	37,520	88,580	0
	-	Total											Total Sa	alary Costs:	4,624,468	
		Positions	N	lew	Dele	eted							7	Total COLA:	134,403	
Fu	II Time Positions:	83		0	0	)							Total Pr	emium Pay:	224,056	
Pai	rt Time Positions:	0		0	0	)							Tot	al Benefits:	3,394,248	
Non Perr	manent Positions:	0		0	0	)										
Position	ns in Component:	83		0	0	)					_		Total P	re-Vacancy:	8,377,175	
	•											Minus Vacai	ncy Adjustme	nt of 3.79%:	(317,475)	
											_		Total Po	st-Vacancy:	8,059,700	
Total Co	mponent Months:	966.4										Plus I	Lump Sum Pr	emium Pay:	0	
	-												-	-		

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1005 General Fund/Program Receipts	4,824,885	4,642,033	57.60%
1007 Interagency Receipts	3,552,290	3,417,667	42.40%
Total PCN Funding:	8,377,175	8,059,700	100.00%

Note: If a position is split, an asterisk (\*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (\*\*) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

HGE

### **Department of Administration**

Accounting (3134)

RDU: Shared Services of Alaska (17) FY2024 Governor's Budget Position Totals: 83 PFT

